GRANT PLANNING CHECKLIST

➢ Have you developed a clear mission for your organization?

➢ Have you clearly defined what the organization does?

➢ Are your goals obtainable and supportive of your organizations mission?

➢ Are your objectives clear, measurable and tied to goal achievement?

➢ Do you periodically evaluate your objectives to be certain progress is being made?

➢ Have you selected a strategy collecting data on your community and organization?

➢ Are statistics compiled to allow easy retrieval of useful information?

➢ Are statistics kept that are seldom or never used?

➢ Can you list the strengths of your organization?

➢ Are you aware of key weaknesses in your organization?

➢ Are you involving your organization staff and community members in the planning process?

➢ Did you communicate the final plan to staff, leadership, and community members and respond to their concerns?

➢ Is your timetable for implementation of your organization's plan realistic?

➢ Have you designated specific dates for assessing progress toward goals?